

# CITIZEN CONCERN/COMPLAINT FORM

We, the Town Council Members, want to be sure that all situations of concern to the citizens of Leo-Cedarville are addressed in a timely manner to the best of our ability. To do this requires that a consistent procedure be followed so that the area of concern is thoroughly investigated and appropriate action is implemented. To accomplish this, we need a complete and specific explanation of the concern. We also need to know who the individual(s) with the concern are so that we can work with you to meet your needs. Please provide all of the information requested with as much descriptive detail as possible so that we can perform a detailed analysis of the concern. If necessary, please use additional sheets of paper and attach to this form.

The information provided on this form is subject to the "open door" statute and may be provided to persons requesting access to the information. The town will generally not publish this information in a public forum.

Name of person raising concern \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Hours when you can generally be contacted \_\_\_\_\_

What is your concern?

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Where is the location of your concern (street address or nearest intersection)?

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When does this occur (time of day, after a weather event, after other activity)?

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Are there people involved that are causing the concern, if so, who?

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Thank you for voicing your concern. We, the town officials, will investigate the matter and keep you posted as to what actions we will be able to take to address your concern. We request your patience as sometimes the investigation and problem-solving process may be involved and take longer than anticipated. Our goal is to achieve a satisfactory response to your concern that is equitable to all involved. Thank you.

Date received in office \_\_/\_\_/\_\_ Date of Response \_\_/\_\_/\_\_